

CITY OF NEWBERG

POSITION DESCRIPTION

Class Title: Engineering Intern-Limited Duration
Department: Public Works
Division: Engineering

Range: Minimum Wage Hourly
FLSA Status: Part Time 20 Hours Max
Date: November 2017

GENERAL STATEMENT

Performs a variety of internship level technical work in support of engineering, environmental, development and GIS functions for Public Works engineering programs. Work involves practical application of basic engineering principals and knowledge. Specific tasks may include:

- Performing engineering, drafting, designing, field and office assignments;
- Collecting engineering and surveying data and records for GIS traffic, sidewalks, water meters and easement information inventories;
- Assisting in managing Geographic Information System database;
- Supporting engineering staff in areas such as plan review, project inspection, stream monitoring, project research, bid management, and document review for bid specifications and standard drawing revisions.

SUPERVISION RECEIVED

Receives mentorship and works under the direction of a Senior Engineer. May work with other Public Works employees on specific task assignments and receive task specific guidance accordingly. Work is reviewed to ensure instructions are followed and in conformance with established Public Works engineering practice.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of assignments using manual and computerized methods; prepares drawings for engineering projects; creates and updates drawings, maps, graphs, charts, spreadsheets and as-built mapping for engineering uses.

Inspects sidewalk and driveway approach construction to ensure quality of work and conformance to specifications. Performs materials sampling and testing as necessary.

Performs field work necessary for the collection of data for engineering, environmental, development and/or GIS studies. This may include work to collect sidewalk inventory, and water meter inventory.

Assists, as assigned, in the various phases of project design; researches records; reviews legal descriptions for accuracy.

Prepares reports to describe project or program goals or activities using manual or computer tools.

Provides office design support and field engineering support for environmental, water, wastewater, stormwater, street, and other public works projects and programs, ensuring technical competence and compliance with all current codes and criteria.

Maintains observation reports, files, plans, plats, maps, project status reports, as-built records, etc.

Interacts with vendors, as assigned, related to City projects.

Reviews private project development plans, as assigned, for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
Prepares and documents budget requests. Prepares project cost estimates.

Assists in conducting surveys for engineering projects, and other engineering activities; operates a variety of survey equipment.

Develops, maintains, and updates various engineering and geographic information system databases and acquires them as directed.

May assist with sidewalk inspection, maintenance and enforcement programs.

Performs other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be graduation from high school or GED and currently pursuing a college education preferably at junior or senior level with varied technical engineering related studies and/or work experiences.

Special Requirements:

Must possess a valid State of Oregon driver's license or have the ability to obtain one prior to employment.

Must be physically capable of moving about on construction work sites and under adverse field conditions while wearing hazard-appropriate personal protective equipment.

Must complete a successful background check.

Knowledge, Skills & Abilities:

- Knowledge of the principles, practices, terminology, techniques and instruments related to area of assignment.
- Knowledge of standard office practices and procedures for maintaining and setting up manual and electronic files.
- Working knowledge of basic arithmetic, algebra, geometry and trigonometry.
- Skill in utilizing applicable computer applications effectively in support of functional area.
- Ability to prepare clear and concise records, reports and files.
- Ability to gather and correlate data from a variety of sources.

- Ability to establish and maintain positive and cooperative working relationships with other employees and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to review documents for accuracy and obtain information from technical documents.
- Ability to wear hazard appropriate personal protective equipment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a student intern encounters while performing the essential functions of this job.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. The intern often works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate while in the office and loud when working in the field.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: November 2017